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7 AUG 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending
4 August 1972

25X1A

1. Cooperative Education:

spent

2 August with Mr. Gilbert Darden, co-op coordinator at Virginia State College (black). He has promised to "reserve" at least one or two students for the Agency, which is helpful since North Carolina Agriculture and Technical State University has stated that they have such a great demand for black co-ops from private industry that they probably will not be able to meet our needs. They have promised, though, to work with the Dean of Engineering to request that he conduct a survey of his students to determine who may be interested in working for the Government in the Washington area.

2. Outside Interest in CIA's Retirement Program:

On 1 August, Miss Renee Higgenbotham, a representative from the Goddard Space Agency, visited Retirement Affairs Division to obtain information on our retirement planning program. The Goddard Space Agency is planning to set up a program to assist employees in

CLASSIFIED BY 0935-15
 EXEMPT FROM GENERAL DECLASSIFICATION
 SCHEDULE OF E. O. 13526, EXEMPTION CATEGORY:
 § 5B(1), (2), (3) or (4) (circle one or more)
 AUTOMATIC DECLASSIFICATION ON
Approval of DCI
 (unless impossible, insert date or event)

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preparing for their retirement. Miss Higgenbotham said that it would probably consist of only a seminar 3 to 6 months before retirement and one individual counseling session (close to retirement date) in which an employee gets an explanation of what his annuity will be and what will happen to his Government insurance.

Miss Higgenbotham has reviewed the retirement programs in six departments/agencies, including this Agency. She said that ours was vastly more comprehensive than any other program she had examined.

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3. Position Management:

a. A discussion was held last week with the [redacted] Laboratory, Office of Communications on a suggested realignment of positions in the [redacted] Section.

b. A meeting was held with the Director and Deputy Director, Office of Basic and Geographic Intelligence to initiate a position classification survey of that organization. Auditing of OBGI positions should begin during the week of 14 August.

4. Bloodmobile: One hundred forty-four pints of blood were donated on 1 August. This was close to the 147 donated in July.

5. Exercise Room: Two new Chest Pulleys and one Balance Beam were delivered for use in the Exercise Room.

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6. Air Force Job Fair: On July 28, 29 and 30, [REDACTED]

[REDACTED] Washington-based field

recruiters, participated in "Operation Homelight II". "Homelight II" was an Air Force "job fair" for military personnel leaving service. Some 65 organizations (see attachment) gathered at the Crystal City Marriot Motel to discuss employment opportunities with about 2000 servicemen. Our recruiters conducted over 200 brief interviews and gave preliminary application forms to about 50 individuals who may have potential for the Agency.

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[REDACTED]
Acting Director of Personnel

Att

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Distribution:

Orig & 2 - DD/S

1 - IG

X - D/Pers Subject

1 - D/Pers Chrono

OD/Pers, [REDACTED] :na (7 Aug 72)

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GOVERNMENT & SPECIAL ASSISTANCE
AREA

(Suites 207-221)

AIR FORCE SERGEANTS ASSOCIATION

AGRICULTURE DEPT GRADUATE SCHOOL
Career Transition Program

BALTIMORE COMMUNITY COLLEGE

D. C. MANPOWER

FORTY PLUS CLUB

JUNIOR OFFICERS ASSOCIATION

MARYLAND EMPLOYMENT COMMISSION

THE STATE OF MARYLAND

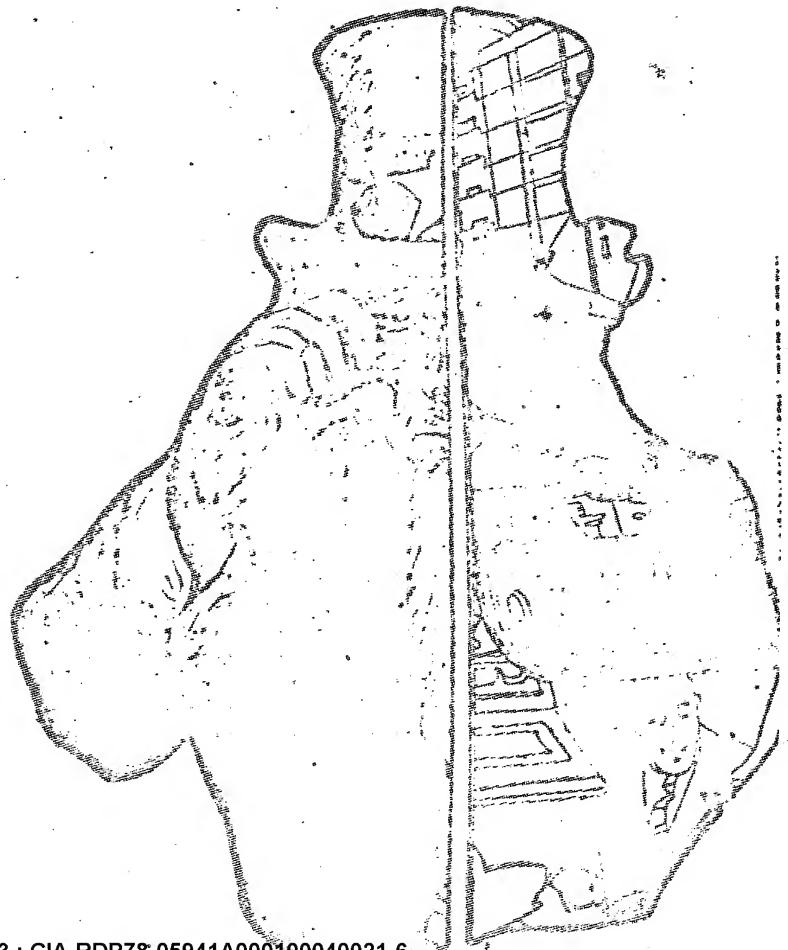
NORTHERN VIRGINIA COMMUNITY COLLEGE

RETIRED OFFICERS ASSOCIATION

COMMONWEALTH OF VIRGINIA

VIRGINIA EMPLOYMENT COMMISSION

OPERATION HOMELIGHT II
D I R E C T O R Y



ABERA LIFE & CASUALTY.....	23	MECHANICSHIP LIFE INSURANCE CO.....	301-324
AMERICAN CAR CO	29	MERIL-CIL CIMP.....	410-415
AMERICAN SAVINGS & LOAN LEAGUE.....	1037	NEW YORK LIFE INSURANCE CO.....	714
AMERICAN STERILIZER CO.....	316	PEACE CORPS.....	207
BARR STALWART CO.....	203	PEOPLES BANK SYSTEM.....	1021
BENDIX.....	627	PHILIP MORRIS, INC.....	903
BETHLEHEM STEEL CORP.....	607 - 623	PLANNING RESEARCH CORP.....	807
BLUE CROSS/BLUE SHIELD.....	203, 226, 227, 228,.....	PMTA TRUCK DRIVING SCHOOL.....	525
ABC BUILDERS & CONTRACTORS.....	418	PRATT & WHITNEY AIRCRAFT.....	805-821-835
BURNS INT'L SECURITY SERVICES	510	PUNTA FORDA ISLES, INC.....	919
FURDOUGH CORP.....	1006	PURITAN CHEMICAL CO.....	326
THE CHASE MANHATTAN BANK	533, 323,.....	ROUTH ROBBINS REALTORS.....	229
CENTRAL INTELLIGENCE AGENCY.....	1100	SCHLITZ BREWING CO.....	1129-1131
COMMERCE & INDUSTRY ASSOC OF NEW YORK.....	1026	SCOTT PAPER CO.....	620
CROWELL & CO - REALTORS	504 - 514	SEARS, ROEBUCK, & CO.....	220
BUREAU OF CUSTOMS	1120	SNELLING & SNELLING.....	1112-1103
DOW CHEMICAL - USA	724 - 728	SOURCE EDP.....	703
DUPONT GLORE FORGAN, INC.....	1133	STAR REALTY.....	912
EASTMAN KODAK.....	424 - 431	STEAK & ALE RESTAURANTS.....	1105
ELECTRONIC DATA SYSTEMS CORP	914 - 903	STRATEGIC SYSTEMS PROJECT, USN	1018
FEDERAL BUREAU OF INVESTIGATION.....	210	TEXAS INSTRUMENTS, INC.....	702
FORD MOTOR COMPANY.....	624	3M CO.....	1012
GENERAL DEVELOPMENT CORP.....	1114	THE TRANE CO.....	729
GENERAL SERVICES LIFE INSURANCE CO.....	916	TRANSIT HOMES, INC. - OFFICIAL PLAZA Apt 504N	
GENERAL TIRE & RUBBER CO.....	622	TRANSPORTATION SLEEPING CENTER.....	333
JOHNS HOPKINS HOSPITAL.....	433 - 435	UNION CARBIDE CORP.....	403
EDCO.....	1029	PROJECT VENTS.....	
HOUSEHOLD FINANCE CORP.....	516	WARDILL & REED	910
EM	524	WEISTENHOUSE	810
INVESTORS FINANCIAL SERVICES.....	903	WEIN REEDER & CO	716-703
ME MACRO CO.....	619		
MANUFACTURERS HANOVER TRUST CO.....	503		
THE MARKIT CORP.....	1119 - 1121		
Mc DONALD'S.....	627 - 634		
MEPAC.....	636		